

# CD to MP3 Software Freeware

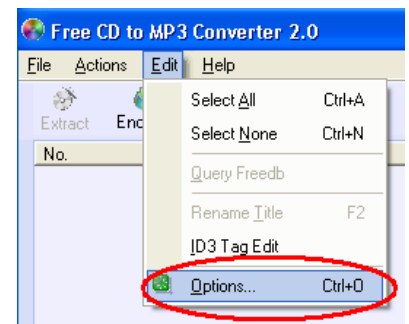
## Setup (only needs to be done once for each computer):

1. Install software onto your computer

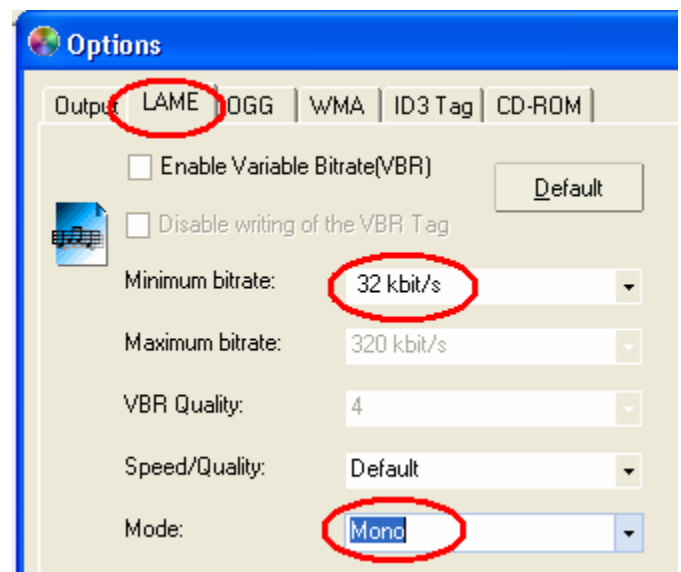
2. Run program and click “Skip” – this is FREeware, and does not need to be registered! You will need to Skip this window every time you open the software.



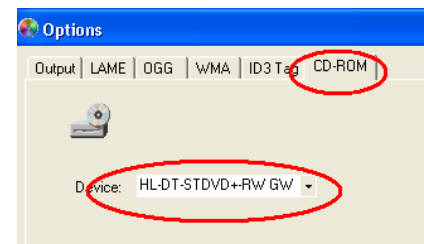
3. From the Edit Menu, choose “Options”



4. From the LAME tab, choose 32 bitrate and mono mode (this greatly reduces file size without any drop in audio quality for voice recordings)



6. From the CD-ROM tab, be sure the correct CD player on your computer is selected (some computers have more than one) You will be able to tell i



7. Click “OK” to complete the setup.

## Using the CD to MP3 Software

### Making folders

Create a Folder on your desktop and give it a name (textbook title)

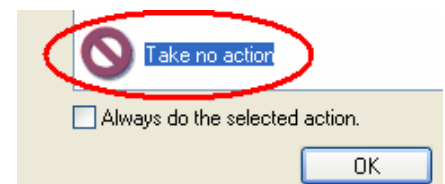
Inside that folder, create one folder for each CD and name each with a 2 digit number – one for each CD. The inside of your folder will look something like this:



(You may want to create a “blank” set of folders that can be copied and used each time you start a conversion project)

### Ripping to MP3

1. Put the audio CD into the computer (before opening the program). If a new window opens asking what you want to do with the CD, choose “Take no Action”



If you start the program before inserting the CD, you will see this message:



**I've run into problems when starting the program before inserting the audio CD, so I would suggest closing the program, inserting the CD, then restarting the program. You may need to exit and restart the program for every CD to be converted.**

2. Open the CD to MP3 software.

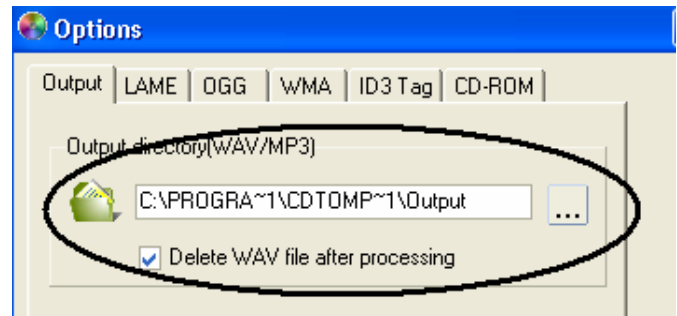
3. Click "Skip" on the registration page

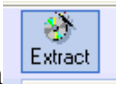
4. Your audio tracks should now be showing in the program window as follows:

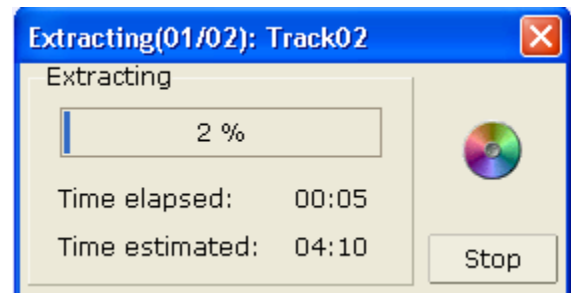
(Uncheck any tracks that you do not want to have converted to MP3)



5. From the "Output" tab, choose the folder you want the converted MP3 files to be placed into:



6. Click the "Extract" button  to begin converting all of the tracks on the CD to MP3. This window will appear while the program is working:



When finished converting the tracks on that CD to MP3, you may insert the next CD. If the tracks for the new CD are displayed in the program window as in step 4 above, you may proceed to Steps 5 and 6 to convert the next CD. Otherwise, Exit the program, insert the next CD, then restart the CD to MP3 software.

If you get an error message, or the tracks for the next CD do not appear in the window, you'll need to Exit the program, insert the new CD, and then restart the CD to MP3 software.

**Be sure you remember to use the “Options” button and select the destination folder for each new CD you are converting**

### Renaming and combining the MP3 files

When you finish converting the audio tracks to MP3 files, each of your folders (numbered 01 and up) will have a set of MP3 files named “track 1”, “track 2”, and so on.

You will need to open each folder and change the name of the MP3 files from “track 1” to something else. I suggest using either 2 digit chapter numbers or 3 digit page numbers whenever possible.

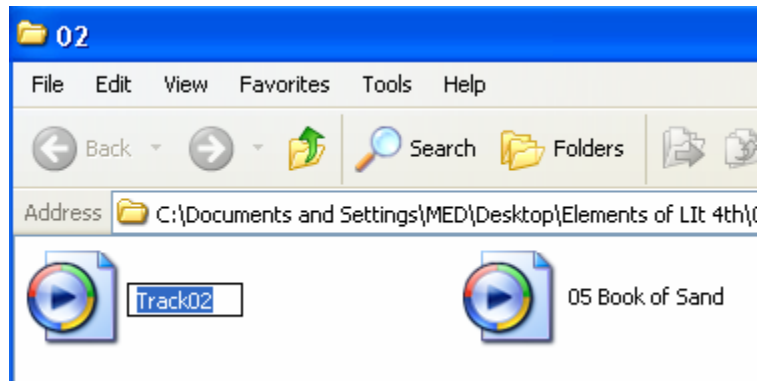
When you have renamed all of the tracks in all folders, you are ready to create one final folder with the textbooks name on it, and move all of the newly named MP3 files into that folder. If you were able to use chapter numbers when renaming, the entire book should be listed, in order, by chapter within that folder.

From the MP3 files in that final folder, you can make an MP3 CD for student use.

#### **File naming Example:**

The picture at right shows that I am working in folder #2 of a literature book where each track is a story. Folder #1 had 3 tracks and I've already renamed them, starting each with a 2 digit number, then putting in part of the story name.

Notice that I have named one of the files in the picture “05 Book of Sand”. I'm ready to change the name on the file shown as “Track02” in the picture, and will name it “04 The Bass”(the story name is “The Bass, the River, and Sheila Mant”).



Folder 3 will contain the 6<sup>th</sup>, 7<sup>th</sup> and perhaps 8<sup>th</sup> recorded stories, and I'll rename them accordingly, starting each title with 06, 07, and 08. When I eventually combine all the files, all stories should line up in the order they appear in the textbook.